



"People  
helping people  
help  
themselves"

Mitchell E. Daniels, Jr., Governor  
State of Indiana

***DIVISION OF DISABILITY & REHABILITATIVE SERVICES***  
402 W. Washington Street, P.O. Box 7083  
Indianapolis, IN 46207-7083  
1-800-545-7763

**To:** Consumers, providers and stakeholders who support individuals with disabilities  
**From:** Peter Bisbecos, Director, Division of Disability and Rehabilitative Services  
**Re:** **Input Verification Process / ICAP Assessment and Addendum Questions**  
**Date:** August 19, 2009

*Reminder:* Friday, March 13, 2009 the Indiana Family and Social Services Administration's (FSSA) Division of Disability and Rehabilitative Services (DDRS) suspended the rollout of the Objective Assessment System for Individual Supports (OASIS). The release of allocations under OASIS remains under temporary suspension until further notice and information will continue to be released as it becomes available.

This bulletin includes information on the process for verifying assessment inputs for individuals receiving Developmental Disabilities (DD) and Autism (AU) Medicaid waiver services from the Bureau of Developmental Disabilities Services (BDDS). The process for verifying the Inventory for Client and Agency Planning (ICAP) Assessment, Addendum Questions and other inputs includes, but is not limited to, current living situation, current residential staffing need, and current work/volunteer activities. Because OASIS is under suspension and we are not currently releasing allocations, the verification process described in this bulletin is subject to change.

Effective August 24, 2009, we are requesting that all providers of waiver services login to *inSync* and verify inputs for each consumer served (DD and AU waivers only.) To participate in this process, providers must be registered with Indiana Professional Management Group's (IPMG) *inSync* web-based system.

The following pages include a flow chart and step-by-step description of the current verification process, including what to do if you feel the inputs do not accurately reflect the consumer. *Please contact us through one of our Help Lines if you have any questions or concerns about the verification process.*

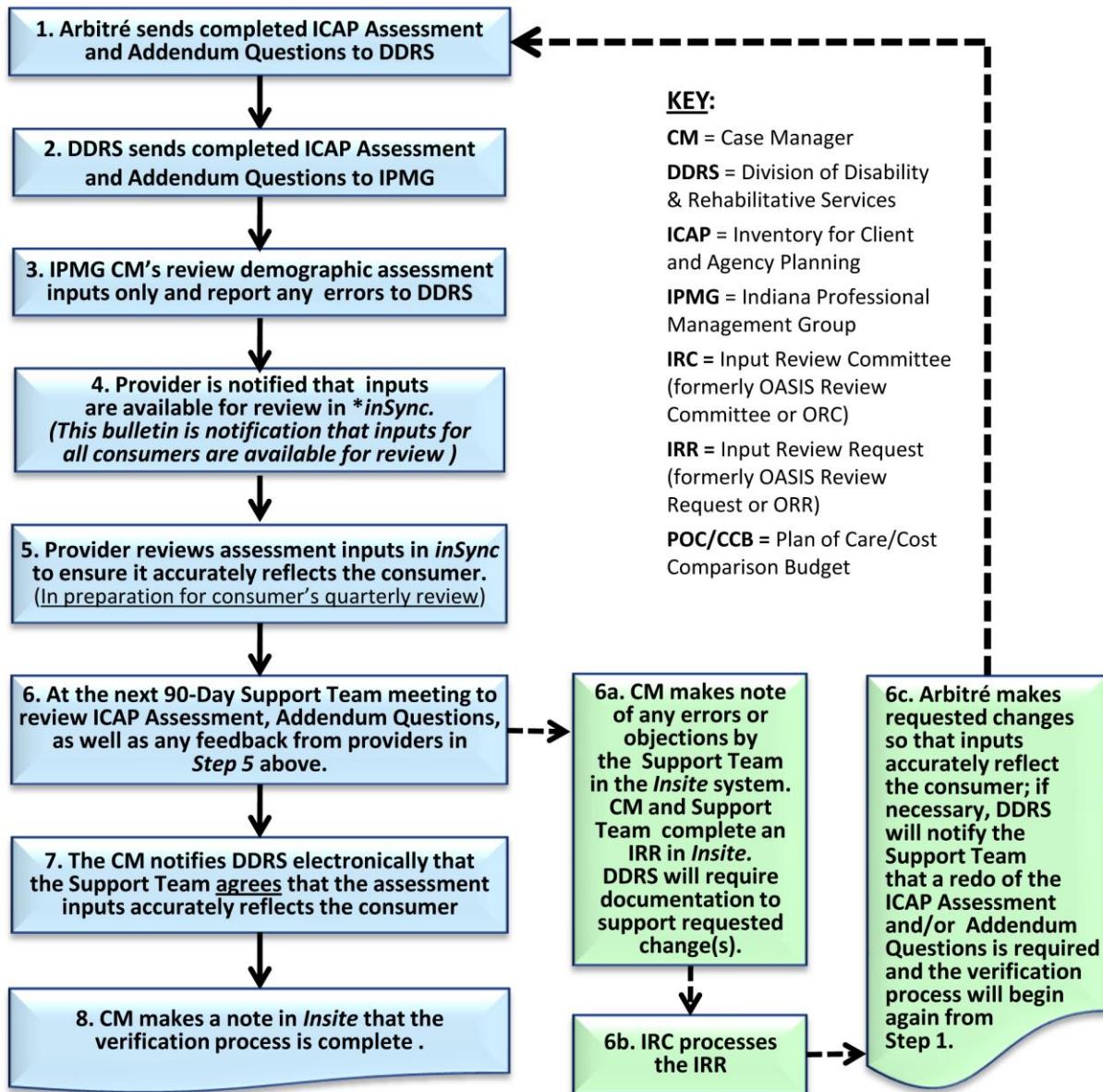
*Thank you.*



## Division of Disability & Rehabilitative Services

# ICAP Assessment & Addendum Questions Input Verification Process

Please note that because allocations are not being released at this time, steps in this process are subject to change.  
As information is finalized, DDRS will release an update to this flow chart.



### \*Important message regarding inSync:

- To participate in the verification process, you must be an approved BDDS provider registered in IPMG's inSync system. Providers may register online at: <https://iservepeople.quickbase.com/db/bddgx4bhy>.
- Providers who choose not to register in inSync will be able to review the ICAP Assessment, Addendum Questions, and other inputs at the 90-day Support Team meeting.

## Step-by-Step ICAP Assessment and Addendum Questions Verification Process

1. Arbitré completes the ICAP Assessment and Addendum Questions and sends electronically to DDRS.
2. DDRS forwards the completed ICAP Assessment and Addendum Questions electronically to IPMG.
3. IPMG Case Manager completes a review of the consumer's information. Any basic demographic errors will be captured and provided to DDRS.
4. Provider is notified that inputs are available for review in *\*inSync*. ***In the future, this notification will be by e-mail. However, this bulletin serves as notification to all providers that inputs for all consumers on DD and AU waivers are now available for review.***
5. Providers should login to *inSync* to review the ICAP Assessment, Addendum Questions, demographic, and other input information in preparation for each consumer's quarterly review. Provider will have a choice to indicate 'agree' or 'disagree' to the answer shown for each input. If neither choice is selected, the default is 'agree'. If the provider agrees that all of the information is correct, the provider may indicate agreement in a check box at the end of the list of questions. *Following this section, we have included sample views of the inSync Login Process and the Input Verification Screens.*
6. At the consumer's 90-day team meeting, the ICAP Assessment, Addendum Questions, and other inputs will be available for the Support Team to review, including any concerns noted by providers during the verification process (Step 5). At the Support Team meeting, the IPMG Case Manager will also collect information relating to current living situation, current residential staffing need, and current volunteer and/or work activities of the consumer to send to DDRS.

If the Support Team agrees the assessment inputs ARE correct, go to [Step 7](#). If the Support Team agrees the assessments inputs ARE NOT correct, go to [Step 6a](#).

- 6a. The IPMG Case Manager makes a note of any discrepancies by the Support Team in the *Insite* system. Next, the IPMG Case Manager and Support Team complete an Input Review Request (IRR), formerly the OASIS Review Request, in the *Insite* system. As with all IRRs, DDRS requires documentation to support the requested change(s).

- 6b. The Input Review Committee (IRC), *formerly the OASIS Review Committee*, will process the IRR and send information to Artibré.
- 6c. Arbitre will review the information from the IRC and make changes to demographic and other general information inputs. If necessary, Arbitre will redo the ICAP Assessment and/or Addendum Questions. The verification process will begin again from Step 1. DDRS will notify the Support Team if a new ICAP Assessment and/or Addendum Questions will occur.
7. The IPMG Case Manager notifies DDRS electronically that the Support Team is in agreement that the ICAP Assessment, Addendum Questions, and additional input information accurately reflect the consumer.
8. The IPMG Case Manager makes a note in *Insite* that the verification process is complete.

**\*Please note:** To participate in the verification process, you must be an approved provider with the Bureau of Developmental Disabilities Services (BDDS) and registered in the IPMG inSync System. If your agency is not already registered in inSync, you may do so online at: <https://iservepeople.quickbase.com/db/bddgx4bhy>. Providers who choose not to register in *inSync* will review the ICAP assessment, Addendum Questions, and other inputs at the 90-day Support Team meeting.

The following screen Shots are of the *inSync* Login process and the ICAP verification process. (Step 5 in the ICAP Assessment and Addendum Questions Verification Process.)

Indiana Professional Management Group inSync

inSync - 2008 Dashboard

Login Register Video Help

Welcome to IPMG's inSync application

If are already an inSync member, please [Login to inSync](#)  
If you would like to sign up for inSync please [Register For inSync](#).

The information available through the use of this website contains protected health, legally privileged, or otherwise confidential information intended only for the use of the individual(s) authorized to utilize the unique login and password necessary to access this site. As an authorized individual you are to take precautions, including but not limited to preserving the confidentiality of login information, expunging passwords and user login information from electronic devices, and performing appropriate log-off procedures upon conclusion of working sessions that involve the use of this website. If you, the reader of this message, are not the authorized to access this system, you are hereby notified that you may not further utilize, disseminate, distribute, disclose, copy or forward any information obtained from this website or any of the content herein. All information, including but not limited to operational and Consumer related matters, is strictly confidential and may not be disclosed to third parties without the prior written or electronic approval of an officer of IPMG. After 180 days of non-use, your inSync account and any stored information may be purged from the system, after which time you are able to reapply, however past information may be lost.



## InSync Login Page

Username:   
Password:   
  
[Forgot Password?](#)

### Login to Input Verification Tool

Input the Consumer's Last Name and Social Security Number to enter the Input Verification Tool.

Consumer's Last Name:   
Consumer's SS Number:  -  -   
Submitter Full Name:   
Submitter Email:   
NOA Email:

After selecting 'Submit' on the login screen, you will receive an E-mail from [admin@gotoipmg.com](mailto:admin@gotoipmg.com) that will include a live link to the validation page online.

Check your email ([admin@gotoipmg.com](mailto:admin@gotoipmg.com)) for the link to validate Consumer

Providers will need this E-mail to login to *inSync* to review the ICAP Assessment, Addendum Questions, demographic, and other input information. We recommend that providers who are currently registered with inSync login to update agency contact information to ensure the confirmation e-mail is sent to the correct individual.

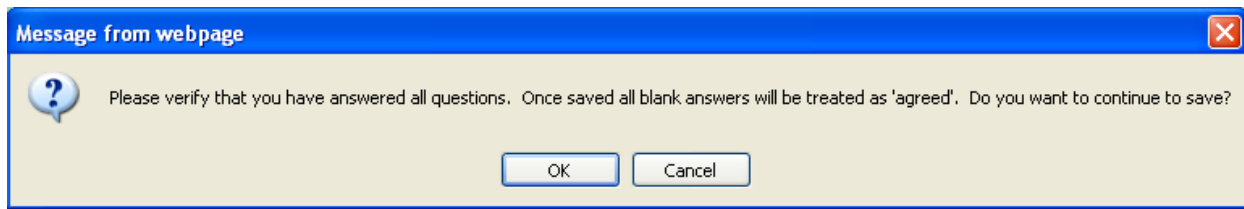
After successfully logging in to access the consumer's information, the provider will have a choice to select 'agree' or 'disagree' with the answer shown for each input, or to not select either option.

- If neither choice is selected, the default choice is 'agree'.
- If 'agree' is selected for all questions (by all providers completing the process for a particular consumer), the IPMG Case Manager notifies DDRS that assessment inputs accurately reflect the consumer and the verification process is considered complete.

- If 'disagree' is selected for any question, by any provider participating in the verification process, the Support Team will discuss at the consumer's next quarterly meeting. If the team agrees that one (1) or more input is incorrect, the IPMG Case Manager and Support Team will complete an IRR in *Insite*. As with all IRRs, DDRS requires documentation to support the requested change(s).

ICAP for Kim Consumer			
Section A - Demographic Information			
1	Gender	Female	<input checked="" type="radio"/> I agree <input type="radio"/> I disagree
2	Height (in inches)	60	<input checked="" type="radio"/> I agree <input type="radio"/> I disagree
3	Weight (in pounds)	187	<input checked="" type="radio"/> I agree <input type="radio"/> I disagree
4	Race	White	<input checked="" type="radio"/> I agree <input type="radio"/> I disagree
5	Hispanic Origin	Not Hispanic	<input checked="" type="radio"/> I agree <input type="radio"/> I disagree
6	Primary Language Understood	English	<input checked="" type="radio"/> I agree <input type="radio"/> I disagree
7	Primary Means of Expression	Speaks	<input checked="" type="radio"/> I agree <input type="radio"/> I disagree

45	Stands for at least five seconds by holding on to furniture or other objects	Does very well - always or almost always - without being asked	<input checked="" type="radio"/> I agree <input type="radio"/> I disagree
46	Pulls self into a standing position	Does fairly well - or 3/4 of the time - may need to be asked	<input checked="" type="radio"/> I agree <input type="radio"/> I disagree
47	Puts small objects into containers and takes them out again	Does very well - always or almost always - without being asked	<input checked="" type="radio"/> I agree <input type="radio"/> I disagree
48	Stands alone and walks for at least six feet	Does very well - always or almost always - without being asked	<input type="radio"/> I agree <input checked="" type="radio"/> I disagree
49	Scribbles or marks with a pencil or crayon on a sheet of paper	Does very well - always or almost always - without being asked	<input checked="" type="radio"/> I agree <input type="radio"/> I disagree
50	Removes wrappings from small objects such as gum or candy	Does very well - always or almost always - without being asked	<input checked="" type="radio"/> I agree <input type="radio"/> I disagree
51	Turns knob or handle and opens a door	Does very well - always or almost always - without being asked	<input checked="" type="radio"/> I agree <input type="radio"/> I disagree
52	Walks up and down stairs by alternating feet from step to step (May hold handrail)	Does very well - always or almost always - without being asked	<input type="radio"/> I agree <input checked="" type="radio"/> I disagree
53	Climbs a six-foot ladder (for example a step ladder or a slide)	Does but not well - or 1/4 of the time - may need to be asked	<input type="radio"/> I agree <input checked="" type="radio"/> I disagree
54	Cuts with scissors along a thick straight line	Does fairly well - or 3/4 of the time - may need to be asked	<input checked="" type="radio"/> I agree <input type="radio"/> I disagree
55	Prints first name copying from an example	Does fairly well - or 3/4 of the time - may need to be asked	<input checked="" type="radio"/> I agree <input type="radio"/> I disagree
56	Picks up and carries a full paper bag of groceries at least twenty feet and sets it down (without using handles)	Does fairly well - or 3/4 of the time - may need to be asked	<input type="radio"/> I agree <input type="radio"/> I disagree
57	Folds a letter into three equal sections and seals it in an envelope	Does but not well - or 1/4 of the time - may need to be asked	<input type="radio"/> I agree <input type="radio"/> I disagree



After selecting 'OK' on the validation screen, you will receive the following on screen message:  
*You have successfully completed the verification process. Thank you.*

## HELP LINE RESOURCES

General questions or concerns regarding the OASIS initiative:

**OASIS-ICAP Help Lines:** (317) 234-5222 or 1-888-527-0008

**Email:** [OASIS-ICAPHelp@fssa.in.gov](mailto:OASIS-ICAPHelp@fssa.in.gov)

**DDRS Website:** [www.ddrs.IN.gov](http://www.ddrs.IN.gov)

**OASIS Bulletin Archive:** <http://www.in.gov/fssa/ddrs/3350.htm>

Consumer specific questions or concerns regarding your annual renewal process or the inSync system, contact your case manager or the IPMG Help Line:

**IPMG Toll Free Phone:** 1-866-672-4764, extension 261

**Website:** [www.gotoipmg.com](http://www.gotoipmg.com)